

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 JUN -6 PM 5:26

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

International Committee of the Red Cross

Private Sponsor(s) (list all):

Travel date(s): May 31 - June 1, 2017

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	0	\$145 total	\$131 total	\$10 (USB drive with course materials and handouts)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The workshop included meetings on basics of international humanitarian law, role of the Red Cross, targeting and detention of combatants in armed conflict, urban and cyber warfare and how international law applies and how humanitarian safe zones or no fly zones are implemented and enforced - all topics currently being debated in Congress.

6 June 2017  
(Date)

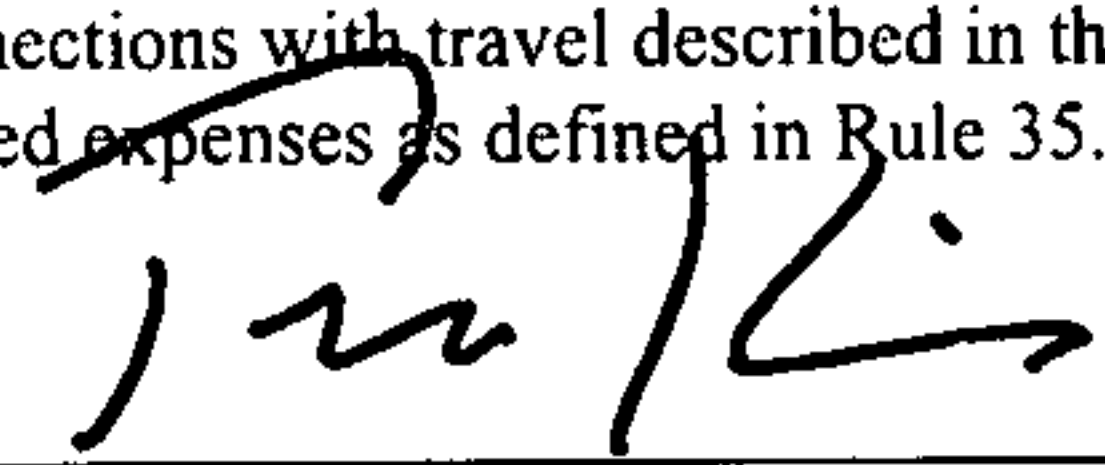
BLAKE SOUTER  
(Printed name of traveler)

  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6-6-17  
(Date)

  
(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

APR 28 PM 1:23

Name of Traveler: Blake SouterEmploying Office/Committee: Senator Tim KainePrivate Sponsor(s) (list all): International Committee of the Red Cross (ICRC)Travel date(s): May 31 - June 1, 2017*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Charlottesville, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Defense and Foreign Policy Analyst for the Senator, International Humanitarian Law and the Law of Armed Conflict intersect into my duties supporting the Senator's Armed Services and Foreign Relations Committees work. This seminar educates the participants on the parameters around the use of military force, a topic of debate within the Senator's committee assignments. This education better prepares me to advocate for his priorities.

Name of accompanying family member (if any): NARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

27 APRIL 2017  
(Date)

  
(Signature of Employee)

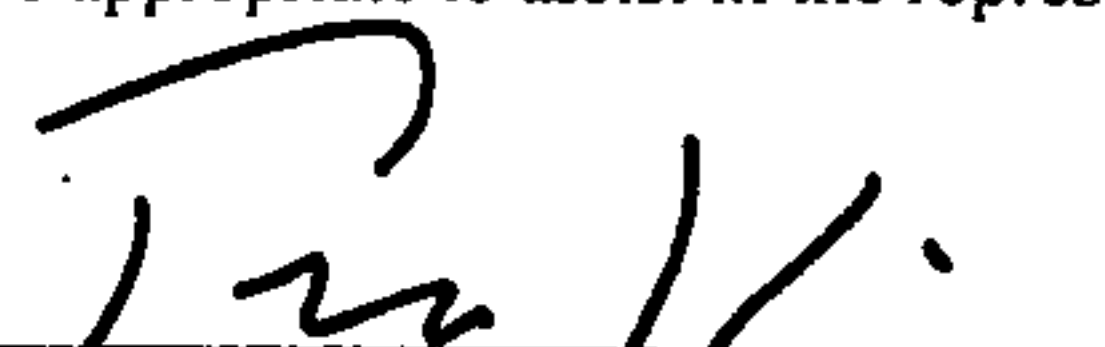
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Kaine hereby authorize Blake Souter  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

27 APRIL 2017  
(Date)

  
(Signature of Supervising Senator/Officer)

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Committee of the Red Cross (ICRC)
2. Description of the trip: Educational opportunity to study International Humanitarian Law (IHL)
3. Dates of travel: May 31 - June 1, 2017
4. Place of travel: Charlottesville, VA
5. Name and title of Senate invitees: See attached list of Senate invitees
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

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- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

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- \_\_\_\_\_

- This is the 10th Applying IHL Seminar the ICRC has sponsored in Charlottesville, VA.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Briefings and roundtable discussions on IHL; sharing expertise and operational experience on the application of IHL.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	0	\$145 total	\$131 total	\$10 (USB drive with course materials and handouts)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

A) Without regard to congressional participation

18. Reason for selecting the location of the event or trip

The Human Rights Program at the University of Virginia (UVA School of Law and the Judge Advocate Generals Legal Center and School are co-hosting the seminar and as such, are providing the venue.

19. Name and location of hotel or other lodging facility:

Inn at Darden, 100 Darden Boulevard, Charlottesville, VA

20. Reason(s) for selecting hotel or other lodging facility:

The lodging facility is located on the UVA campus and within walking distance of the seminar facilities. It is priced competitively to other hotels located near the university and no expense will be made on transportation due to its proximity on foot.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging is \$20 over the GSA maximum rate per night for Charlottesville due to high demand that weekend

The cost of meals is \$9.50 above the GSA per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants are expected to arrange their own transportation from the Washington metro area to

Charlottesville and back.

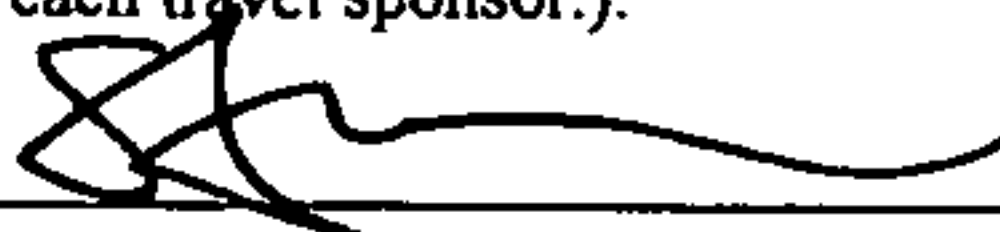
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: François Stamm, Head of Regional Delegation for the United States and Canada

Name of Organization: International Committee of the Red Cross

Address: 1100 Connecticut Ave. NW Suite 500, Washington, DC, 20036

Telephone Number: (202) 587-4600, please contact Sara Owens

Fax Number: (202) 587-4696

E-mail Address: please contact Sara Owens: sowens@icrc.org



**10TH ANNUAL  
INTERNATIONAL HUMANITARIAN LAW SEMINAR FOR POLICYMAKERS  
May 31 – June 1, 2017**

International Humanitarian Law (IHL), also known as the Law of War or the Law of Armed Conflict, has as its cornerstones the Hague Regulations and the Geneva Conventions. Knowledge of this body of law has become an invaluable asset for today's policymakers.

The Human Rights Program of the University of Virginia School of Law (UVA), and the International Committee of the Red Cross (ICRC), with the participation of the U.S. Army JAG Legal Center and School, are co-sponsoring the ninth annual seminar aimed at building an understanding of IHL and how it can best be applied to armed conflicts in which the United States is involved today.

Members of the U.S. policy community, practitioners, and other professionals whose work has an impact on the development and/or application of IHL, are invited to attend the seminar at the University of Virginia School of Law in Charlottesville, VA.

*Workshop location: Purcell Reading Room, UVA Law School*

**Wednesday, May 31**

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|----------------------|---|
| <b>12:00 – 13:00</b> | <b>Lunch – Stone Dining Room</b><br>Please join us for this informal lunch to meet and greet all the participants before the sessions begin. You are welcome to drop your bags at the hotel, or check-in later.   |
| <b>13:00 – 13:15</b> | <b>Welcome and Introductions</b>  |
| <b>13:15 – 14:15</b> | <b>Basics of International humanitarian law (IHL)</b><br>IHL exists to limit the ways wars are fought by balancing humanity with military necessity. This discussion will cover the background and generation of international humanitarian law (IHL), when it applies, its connection to international human rights law, and the role of the ICRC.<br><i>Tom Nachbar, UVA Law School</i> |
| <b>14:15 – 15:00</b> | <b>The role of the International Committee of the Red Cross (ICRC)</b><br>This session will introduce participants to the ICRC, its role as custodian of international humanitarian law (IHL), and highlight ICRC operations in key contexts.<br><i>Stephane Bonamy, ICRC Washington</i>  |
| <b>15:00 – 15:15</b> | <b>Break</b>  |
| <b>15:15 – 16:30</b> | <b>Targeting &amp; detention in armed conflict</b>  |

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IHL seeks to protect persons not or no longer participating in hostilities. IHL provides rules on *who* and *what* may be attacked, as well as *who* may be detained and for what reasons. This session will discuss the differences between civilians and combatants under IHL, and what repercussions a person's status has for targeting and detention decisions. The session will also address the set of principles that aim to protect persons not participating in hostilities and limit the damage of the attack.

*TJAGLCS*

*Andrea Harrison, ICRC Washington*

**16:30 – 17:00**

**Moderated Q & A**

*Tom Nachbar, UVA Law School*

**18:30**

**Meet in the lobby if you want to walk to dinner**

**19:00**

**Dinner at The Ivy Inn Restaurant**

2244 Old Ivy Road, Charlottesville, VA 22903

Parking is easily available at the restaurant.

Phone: 434-977-1222

**Thursday, June 1**

**08:00**

**Breakfast begins in the Purcell Reading Room**

**08:30 – 09:15**

**Working with non-state armed groups and asymmetric warfare**

There are often discussions about current "asymmetric" conflicts, referring to the imbalance when a State and a non-State armed group are fighting. This session will explore some of these issues, as well as the ICRC's work with all arms-carriers in armed conflict, including working with non-state armed groups. The ICRC's work ranges from training groups in first aid to encouraging compliance with international humanitarian law. This session will explore how the ICRC works with these groups, what encourages compliance with IHL, and current challenges that the ICRC faces on this subject at the moment.

*Pete Evans, ICRC Washington*

**9:15 – 10:30**

**Detention in NIACs and review processes**

This session will explore the law surrounding detention in non-international armed conflicts, as well as issues relating to procedural guarantees, including provisions for detainees currently being held at Guantanamo Bay.

*Andrea Harrison, ICRC Washington*

*Charlie Trumbull, Office of the Legal Advisor, Department of State*

*Heather Brandon, Human Rights First*

**10:30 – 10:45**

**Break**

**10:45 – 11:45**

**Is that a cyber attack? Are we at war?**

*COL (ret.) Gary Brown, former SJA, CYBERCOM*

**11:45 – 12:45**

**Lunch**

**12:45 – 14:00**

**Urban Warfare**



Wars are frequently fought in cities, which end up have a strong and detrimental impact on civilians living in those places. This session will look at some of the lasting effects of urban warfare on civilians and civilian infrastructure, targeting issues and legal issues related to siege warfare and humanitarian access.

*LtCol John Cherry, USMC, Office of the Chairman of the Joint Chiefs of Staff*

*Pete Evans, ICRC*

**14:00 – 15:15**

**Safe Zones: Operational, Legal and Policy Issues**

Safe zones or protected areas have often been proposed to help protect and shelter civilians from hostilities. There is often confusion around the definition of these zones and the legal framework for establishing safe zones or protected areas. Participants will discuss key issues around safe zones, including vetting of civilians, ensuring that the civilians are protected, and the possible use of air power. This session will help clarify the above mentioned issues, and facilitate a discussion around the operational requirements of establishing a safe zone.

*Scott Cooper, Human Rights First*

*Stephan Wrage, US Naval Academy*

**15:15 – 15:30**

**Wrap-up**



## **10TH ANNUAL INTERNATIONAL HUMANITARIAN LAW SEMINAR FOR POLICYMAKERS**

### **Congressional Staff (Invited):**

- Blake Souter, Sen. Kaine
- Charlotte Oldham-Moore, Senate Foreign Relations Committee
- Peter Billerbeck, Rep. Seth Moulton
- Elizabeth O'Bagy, Sen. McCain
- Rob Leonard, Sen. Durbin
- Taryn Frideres, Sen. Ernst
- Katie Donnell, Rep. Paul Ryan
- Brad Bowman, Sen. Young
- Kevin Marsh, Sen. Young
- Jessica Moore, Rep. Thomas Rooney
- Janice Kaguyutan,
- Mark Iozzi, House Foreign Affairs Committee
- Caitlin Poling, Sen. Purdue
- Sarah Arkin, Sen. Menendez
- Igor Khrestin, Sen. Gardner
- Bethany Poulos, Sen. Rubio
- William Johnson
- Michael Turner
- Ryan Evans, Sen. Isakson
- Bill Monahan, Senate Armed Services Committee
- Tom Goffus, Senate Armed Services Committee
- Michael Noblet, Senate Armed Services Committee
- Heather Flynn, Senate Foreign Relations Committee
- Trey Hicks, Senate Foreign Relations Committee
- Joan Condon, House Foreign Affairs Committee
- Luci Arveseth, Rep. Chris Stewart
- Tomas Mancinelli, Sen. Coons
- Rebecca Ulrich, House Foreign Affairs Committee

## Souter, Blake (Kaine)

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**From:** Trevor Keck <tkeck@icrc.org>  
**Sent:** Wednesday, April 12, 2017 9:33 AM  
**To:** Souter, Blake (Kaine)  
**Cc:** Tracey Begley; Sara Owens; Anthony Abate  
**Subject:** Fw: Invitation - ICRC Policy Makers workshop May 31 - June 1  
**Attachments:** Agenda draft 032817.doc

Hi Blake,

I am writing to invite you to an annual workshop on International Humanitarian Law that the ICRC organizes each year with UVA Law School, and with contributions from The Judge Advocate General's Legal Center and School.

Each year we bring together about 25 people from the Capitol Hill and various government agencies to discuss current IHL issues - to learn from one another, share experiences, explore specific IHL issues in more depth, and meet colleagues in other parts of the government. This year, we are holding this "Policy Makers workshop" from May 31-June 1 at UVA Law School in Charlottesville. We will cover some basic IHL issue and delve into other pressing issues, including urban warfare, cyber operations, and legal and policy questions surrounding safe areas. We ask someone to give a short presentation and then encourage discussion amongst all the participants. Given your work, we thought you would be a great fit for the workshop. I'm attaching a draft of the agenda.

The ICRC offers to cover lodging and food at the workshop. Please let me know if you have any questions.

I look forward to hearing from you.

**Trevor Keck**

Deputy Head of Communications and Congressional Affairs

International Committee of the Red Cross (ICRC)

Regional Delegation for the United States and Canada

Washington, D.C.

T +1 (202) 587-4624

[intercrossblog.icrc.org](http://intercrossblog.icrc.org)

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The ICRC - working to protect and assist people affected by armed conflict and other situations of violence.  
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